



STATEWIDE PROMOTIONAL EXAMINATION

MATERIAL STORAGE SUPERVISOR 3

ANNUAL \$53,748
SALARY: \$68,827

SALARY
GROUP: TC 20

APPLICATION CLOSING
DATE: JULY 18, 2014

EXAM
NO: 141120SPRB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency this class is accountable for supervising the operation of a large warehouse (considering numbers supervised, inventory and complexity).

MINIMUM QUALIFICATIONS REQUIRED

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **JULY 18, 2014** HAS PERMANENT STATE STATUS*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Five years of experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skill and abilities listed above.

SPECIAL EXPERIENCE: One year of the General Experience must have been in stock or warehouse work in a supervisory capacity. **Note:** For State Employees this is interpreted at the level of Material Storage Supervisor 1.

SUBSTITUTION ALLOWED: College training in business administration may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications. (2) Incumbents in this class may be required to travel. (3) In the Department of Transportation incumbents in this class must be willing to accept assignment to emergency duties, including snow and ice removal, whenever their services are required.

PHYSICAL REQUIREMENTS: (1) Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. (2) A physical examination may be required.

WORKING CONDITIONS: Incumbents may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials and/or chemicals.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of modern principles and practices of efficient warehousing; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of modern techniques of stock records and inventory control; knowledge of modern receiving and distributing of materials and supplies; where duties require, must be familiar with either practices and methods of storing perishable and frozen foods or management of mail including familiarity with United States Postal regulations concerning mail, rates and classes of mail; interpersonal skills; oral and written communication skills; ability to analyze and forecast requirements and plan maximum turnover rates; ability to utilize computer software; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by July 18, 2014.** Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by September 4, 2014. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at any state agency.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.